



## **OFFICE OF THE DISTRICT ATTORNEY**

### **HUMAN RESOURCES DIVISION**

201 North Figueroa Street, Suite 1300 • Los Angeles, CA 90012

T: (213) 202-7730 • F: (213) 202-6084



#### ***Vacancy Notice***

#### ***Restricted to Permanent Employees of Los Angeles County***

#### **ADMINISTRATIVE ASSISTANT II**

#### **Bureau of Administrative Services**

#### **Property Management & Support Services Division**

#### **Reproduction Unit**

**ABOUT THE POSITION:** The Los Angeles County District Attorney's Office is seeking a highly motivated, well-organized, and professional individual to fill an Administrative Assistant (AA) II vacancy in the Bureau of Administrative Services, Property Management and Support Services Division, Reproduction Unit. This position performs a wide range of administrative duties.

#### **DESIRABLE QUALIFICATIONS:**

- Strong customer service, organizational, and telephone etiquette skills.
- Ability to interact effectively with the public, law enforcement, court personnel, judicial agencies, co-workers, and various government employees.
- Proficient computer skills and knowledge of computer programs (e.g., Microsoft Word, Excel, Access, PowerPoint, and Lotus Notes).
- Good oral and written communication, grammar, and language skills.
- Ability to effectively plan, assign, and evaluate the work of support staff.
- Ability to supervise, train, and instruct support staff.
- Ability to participate in the Performance Evaluation process.
- Ability to analyze and recommend solutions to a variety of reproduction issues.
- Ability to effectively manage multiple tasks and shifting priorities.
- Ability to operate production office equipment (e.g., high production copiers and binding and press equipment).

**ACCEPTING RESUMES FROM:** Only permanent employees of Los Angeles County currently holding or who previously held the payroll title of AA II, AA I, Staff Assistant (SA) I, and SA II may apply. Interested employees should submit a cover letter of interest, a resume detailing relevant work experience, copies of the last two performance evaluations, and attendance records for the last two years. Only the most qualified employees will be invited for an interview.

#### **PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:**

Kathleen Cantu  
Supervising Administrative Assistant II  
201 North Figueroa Street, Suite 1300  
Los Angeles, CA 90012  
Telephone: (213) 202-7745  
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**NO LATER THAN: WEDNESDAY, JULY 30, 2014**

**\*\*THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION\*\***